

Child Care Standards of Care

Definition:

Child care services are care for the children of clients who are HIV positive while the clients are attending medical or other appointments, or RWHAP-related meetings, groups, or training. Funds may be used to support informal child care provided by a neighbor, family member, or other person if there is an understanding that existing Federal restrictions prohibit giving cash to clients or primary caregivers to pay for these services.

Limitations:

If funds are used for recreational and social activities for the child, this excludes off-premise social/recreational activities. These funds cannot pay for child care while the client is at work.

Services:

Child care is an allowable support service under the Ryan White/State Services HIV/AIDS Program. Funds may be used for intermittent child care while the HIV positive client attends medical or other appointments. Family members or other child care providers may be used and is referred to as informal child care.

Services funded under this category include child care as well as recreational and social activities for the child if provided in a licensed or certified provider setting including drop-in centers.

Agency Requirements

Qualifications	Expected Practice
Child Care According to the HRSA National Monitoring Standards child care will be defined.	Regional Administer of RW/SS funds will develop policies to: -Define child care to include <ul style="list-style-type: none">• Services• Settings -Specify requirements for documentation of dates, frequency, and settings of services -Establish policy and procedure that addresses the limitations of informal child care arrangements, including <ul style="list-style-type: none">• Liability issues

	<ul style="list-style-type: none"> • Legal releases from liability addressing liability coverage for the RW program, and other federal, state and local entities as allowed by law. <p>-Establish policy and procedure addressing provision for recreational and social activities through day care or child care settings only.</p>
Funding Agency Policies and Procedures	The agency funding child care services is adhering to the policy established by the regional administrator regarding services, settings, and adherence to informal child care arrangements.
Day Care/Child Care Licensure According to the HRSA National Monitoring Standards, child care providers must be licensed.	Agency funding child care will verify that the day care or child care setting, to include family home is licensed and registered to provide child care through the Department of Family and Protective Services (DFPS) under applicable State of Texas law.
Informal Child Care According to the HRSA National Monitoring Standards, neighbors, family members or others may provide child care.	<p>Agency funding child care provided by a neighbor, family member or other person will establish a process where payments do not include cash payments to clients or primary caregivers.</p> <p>Agency will establish a policy and procedure to address liability issues addressed through liability release forms designed to protect the client, provider and the RW program.</p>
Payer of Last Resort	Before assistance is provided there should be written documentation in the agency funding child care that Ryan White/State Services funding is being used as the payer of last resort.
Agency Policies and Procedures	<p>The agency funding child care shall have policies/procedures for each of the following:</p> <ul style="list-style-type: none"> -Client rights and responsibilities, including confidentiality guidelines -Client grievance policies and procedures -Client eligibility requirements -Data collection procedures and forms, including data reporting -Guidelines for language accessibility

Standards of Care

Standard	Measure
<p>Service Eligibility According to the HRSA HIV National Monitoring Standards, eligibility for services must be determined.</p>	<p>Agency funding child care will obtain the following eligibility information:</p> <ul style="list-style-type: none"> - Contact and identifying information (name, address, phone, birth date, etc.) -Language(s) spoken -Literacy level (client self-report) -Demographics -Emergency contact -Household members -Pertinent releases of information -Documentation of insurance status -Documentation of income (including a “zero income” statement) -Documentation of state residency -Documentation of proof of HIV positivity -Photo ID or two other forms of identification -Acknowledgement of client’s rights
<p>Determination of Appropriate Use of Funds for Child Care According to the HRSA National Monitoring Standards, agency will determine appropriateness.</p>	<p>In addition to service eligibility, agency funding child care will determine if the reason for the child care meets criteria for payment using RW funds:</p> <ul style="list-style-type: none"> -Child care is only needed intermittently while the client attends <ul style="list-style-type: none"> • Medical or other appointments • Support services meetings, groups, or training sessions
<p>Documentation in Agency file</p>	<p>Agency funding child care services will maintain documentation regarding:</p> <ul style="list-style-type: none"> -Number of clients served -Settings/methods for providing care -Financial records and assurances if informal child care arrangement has been used <ul style="list-style-type: none"> • Liability issues have been addressed • Method of payment to ensure that no cash payments were made to clients or primary caregivers • Payment/reimbursement was for actual costs
<p>Documentation in Client File</p>	<p>Agency will maintain a client file to document:</p> <ul style="list-style-type: none"> -Client eligibility for services -Reason why child care was needed such as medical or other appointment, support service, meetings, training

	-Actual services provided by type of service such as child care, recreational/social -Frequency, dates, and length of service
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References

HRSA/HAB Division of Metropolitan HIV/AIDS Programs Program Monitoring Standards – Part A
April 2013. p. 27-29.

HRSA/HAB Division of State HIV/AIDS Programs National Monitoring Standards – Program Part B
April, 2013. p. 26-28.

Regulation of Certain Facilities, Homes, and Agencies that Provide Child Care Services. Chapter 42
Human Resources Code as amended. Located at:
https://www.dfps.state.tx.us/documents/Child_Care/Child_Care_Standards_and_Regulations/Chapter_42_Texas_Human_Resources_Code.pdf